



LIBRARIAN I

Richmond Public Library is currently recruiting a Librarian I, with a focus on digital services, who is eager to work in a demanding, high-paced public library environment. Our staff are committed to building a stronger, more knowledgeable and connected community. Where people of all ages, backgrounds and cultures are welcomed and respected. Shifts will include **evenings and weekends**.

To ensure success in delivering our service model you have:

- A Master's degree in Library and Information Science from an ALA Accredited program, or equivalent
- A love of community building and helping people learn new skills
- Superior interpersonal skills that enable you to deal effectively and courteously with the public and maintain effective working relationships with colleagues
- Flexibility to adapt to a changing and innovative work environment
- Indigenous candidates and candidates who speak languages in addition to English are welcome and encouraged to apply

We offer:

- An organization of real people with a reputation for innovation and responding quickly to our community's needs. Your colleagues have a passion for literacy and life-long learning and a deep commitment to helping community by sharing their knowledge and expertise
- A library system that provides diverse materials and learning spaces, inspiring creativity, sharing and knowledge
- Competitive salary, benefits and growth opportunities

Please see our website http://rpl.yourlibrary.ca/account/about_rpl/jobs_at_rpl for details about this position.

Contact Info:

Send your application via email to: apply@yourlibrary.ca by **midnight on Sunday, September 15, 2019**. Please note "2019-11 Librarian I" in your subject heading and include:

- A cover letter describing how you demonstrate the skills noted above
- A current resume

While the Richmond Public Library thanks you in advance for your interest, only candidates under consideration will be contacted. ***A criminal record check is a condition of employment.***

Description of Position:

This Librarian I is an experienced professional who, in conjunction with working with the Head of Digital and Learning Services, is responsible for researching, planning and organizing programs and projects for our Launchpad. This position will liaise with community groups as related to digital services to promote library services, programs and collections. The aim is for this Librarian to ensure that, through our digital services platform, our community is appropriately serviced according to a community-led service model.

Job Responsibility Details:

- Performs reference duties in providing information and assistance to the public regarding library materials, procedures, regulations and resources; provides readers' advisory services to adults, teens, children and families.
- Actively walks the floor and offers proactive customer service. Engages with library members to develop programs and collections that meet changing customer needs.
- Actively promotes the collection and services to users; evaluates collection and makes purchase recommendations for current and new collections in both physical and digital formats; evaluate effectiveness of services and make recommendations for improvement.
- Under direction, plans, organizes and participates in library programs, outreach, and projects, and presents and publicizes services through school visits, book talks, community events and other programs to a variety of groups.
- Evaluates and selects appropriate electronic resources to be included on the library's website.
- Performs duties related to developing and delivering training modules for both staff and the public on the Internet and a variety of electronic resources.
- Performs related work as required.

Additional Qualifications Information:

- Working knowledge of the principles and practices of librarianship and of the organization, procedures and services of the library system.
- Strong interest in developing library services and sound knowledge of digital services.
- Strong customer service skills and demonstrated experience.
- Ability to work in a high-paced library and to adapt to an innovative working environment.
- Ability to plan, organize and carry out assigned duties and responsibilities with minimal supervision.
- Ability to promote interest of existing library services to the community.
- Ability to engage with the community in developing library services, programming and collections.
- Ability to promote and demonstrate library's print and online resources to the public.
- Good interpersonal skills; the ability to deal effectively and courteously with the public and to establish and maintain effective working relationships with other employees.

- Sound working knowledge of the Internet, new digital technologies and a wide variety of electronic resources.
- Demonstrated knowledge of the use and troubleshooting of basic computer hardware and software.

Additional Requirements Information:

- University graduation plus a degree in librarianship from an ALA accredited library school, or an equivalent combination of training and experience.
- Fluency in another language is an asset and will be compensated accordingly.

Classification Specification:

507 – Librarian I